

AGENDA

Audit and Governance Committee

Date: **Monday 9 May 2016**

Time: **10.00 am**

Place: **Committee Room 1, Shire Hall, St. Peter's Square,
Hereford, HR1 2HX**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

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If you would like help to understand this document, or would like it in another format, please call Clive Lloyd on 01432 260249 or e-mail clive.lloyd@herefordshire.gov.uk in advance of the meeting.

Agenda for the Meeting of the Audit and Governance Committee

Membership

Chairman

Vice-Chairman

Councillor BA Durkin

Councillor FM Norman

Councillor ACR Chappell

Councillor DG Harlow

Councillor EPJ Harvey

Councillor PD Newman OBE

Councillor RJ Phillips

Councillor J Stone

Councillor LC Tawn

AGENDA

PUBLIC INFORMATION AND FIRE INFO

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. NAMED SUBSTITUTES (IF ANY)

To receive details of members nominated to attend the meeting in place of a Member of the Committee.

3. DECLARATIONS OF INTEREST

To receive any declarations of interest by members in respect of items on the agenda.

4. MINUTES

To approve and sign the minutes of the meeting held on 14 April 2016.

5. CHAIRMAN'S ANNOUNCEMENTS

To receive the Chairman's announcements

6. APPOINTMENT OF AN INDEPENDENT PERSON FOR STANDARDS MATTERS

To recommend the appointment of an independent person for standards matters.

Pages

7 - 12

13 - 16

In the opinion of the Proper Officer, appendix B1 of the following item will not be, or is likely not to be, open to the public and press at the time it is considered.

RECOMMENDATION: **that under section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during any discussion of appendix B 1. On the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12(A) of the Act, as indicated below and it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.**

3. Information relating to the financial or business affairs of any particular person

7. PROGRESS REPORT ON 2015/16 INTERNAL AUDIT PLAN

To update members on the progress of internal audit work and to bring to their attention any key internal control issues arising from work recently completed.

17 - 56

8. ANNUAL GOVERNANCE STATEMENT

57 - 94

	To comment on the draft annual governance statement for 2015/16 prior to publication with the draft accounts.	
9.	COMPLAINTS PROCEDURE FOR STANDARDS MATTERS	95 - 106
	To recommend the adoption of a new complaints procedure.	
10.	WORKING GROUP RISK REGISTER	107 - 120
	To consider the findings of the committee working group and to recommend the report to the executive for consideration.	
11.	WORKING GROUP UPDATE - GOVERNANCE IMPROVEMENT	121 - 124
	To outline the current work of the governance improvement working group.	
12.	FUTURE WORK PROGRAMME	125 - 130
	To agree the future work programme for the audit and governance committee for 2016/17.	